



U.S. Department of Housing and Urban Development
Northwest/Alaska Multifamily Housing Hub
serving : Alaska, Idaho, Oregon and Washington

April 14, 1999

PREAPPLICATION CHECKLIST FOR ALL INSURED PROGRAMS

I. Non-fast track standard preapplication procedure :

All requests for a Preapplication Conference for HUD-insured programs -- Sections 221(d)(4), 232, and 223(f) -- must be accompanied by the exhibits listed below. The submission must contain five copies, each one tabbed with the exhibits in the order given here. Packages should be sent to the lead Project Manager in the Seattle HUB or the Oregon Program Center. The preapplication package will be assigned to a team, who will visit the site (where possible), evaluate the proposal, and present their initial reactions to our Loan Committee. The LC consists of the supervisors in the Seattle HUB and the Oregon Program Center, including the Director/Chief Underwriter.

After consulting with the Loan Committee, the team (through the Multifamily Project Manager) will set up the Preapplication Conference with the developer/owner to discuss the proposal. Reactions to the proposed project -- including questions, comments, and concerns from both the team and the LC -- are shared at the Preapplication Conference. While the team cannot approve or disapprove a project prior to formal application processing, what is discussed at the meeting should help the developer/owner decide whether to make a formal application. If the decision is to apply, the developer and/or lender will work (with the team's guidance) to prepare a complete application for formal submission along with the appropriate application fee.

II. Consolidated fast track 2.0 preapplication procedure :

For Section 221d4, Section 232 and Section 223f refinance/purchase applications, a CONSOLIDATED FAST TRACK processing option may be requested with the Preapplication package as listed under the Consolidated Fast Track section, which can be found at the following HUB Website:

CHECKLISTS FOR SUBMITTAL OF MORTGAGE INSURANCE APPLICATIONS
(<http://www.hud.gov/local/sea/mfh/seamfckl.html>)

Preapplication Conference is optional for a Fast Track option unless the lender requests it.

SECTION 221(d)(4)

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| 1. _____ | Cover letter. This should provide a summary description of the proposed project and why you are interested in FHA mortgage insurance for it. Also, IT IS IMPERATIVE that you disclose all unusual features/conditions of the proposed deal, which might become potential problems to be dealt with during the underwriting process. |
| 2. _____ | Form HUD-92013 (10/92), Application for Multifamily Housing Project, completed as fully as possible. |

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| 3. _____ | A sketch plan of the site. Dimensions should be shown, as well as location of proposed structures, streets, parking areas and drives, service and recreation areas. |
| 4. _____ | Typical unit plan. |
| 5. _____ | A location map with the project clearly indicated. |
| 6. _____ | Evidence of the marketability of the proposal; if available a market study or feasibility study. Be sure the methodology used in the study is clearly described. |
| 7. _____ | Photographs of the property and immediate area. (Very helpful when site is too distant to visit prior to Manager's Screening Committee meeting). |

SECTION 223(f) PURCHASE OR REFINANCE

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| 1. _____ | Cover letter (see above for 221d4). | | | | | | | | | | | | |
| 2. _____ | Form HUD-92013 (see above for 221d4). Attach a separate page listing estimated sources and uses of funds -- including repairs, Replacement Reserve Initial Deposit -- for the transaction. | | | | | | | | | | | | |
| 3. _____ | A location map with the project clearly indicated. | | | | | | | | | | | | |
| 4. _____ | Photographs of the property and immediate area. | | | | | | | | | | | | |
| 5. _____ | A current resume of the sponsor, principals of the mortgagor, management agent, and (if applicable) general contractor. | | | | | | | | | | | | |
| 6. _____ | A complete list of repairs and replacements to be made to the project. The list should include a write-up of each item and its estimated cost. | | | | | | | | | | | | |
| 7. _____ | An updated rent roll, within a month of the pre-application submission, which includes the following: <table border="1" data-bbox="277 1115 1529 1560"> <tr> <td>a. _____</td><td>Apartment number and type (e.g. Apt. 204, 1BR) along with vacancy status.</td></tr> <tr> <td>b. _____</td><td>Tenant name. "Vacant" is entered where there is no tenant.</td></tr> <tr> <td>c. _____</td><td>Rental rate, i.e., rate the tenant is now paying. If the apartment is occupied on a nonpaying basis (e.g. resident manager) zero is entered.</td></tr> <tr> <td>d. _____</td><td>Term of lease (e.g. monthly, yearly).</td></tr> <tr> <td>e. _____</td><td>Date of first occupancy.</td></tr> <tr> <td>f. _____</td><td>Provide information for those apartment which are in nonpaying status.</td></tr> </table> | a. _____ | Apartment number and type (e.g. Apt. 204, 1BR) along with vacancy status. | b. _____ | Tenant name. "Vacant" is entered where there is no tenant. | c. _____ | Rental rate, i.e., rate the tenant is now paying. If the apartment is occupied on a nonpaying basis (e.g. resident manager) zero is entered. | d. _____ | Term of lease (e.g. monthly, yearly). | e. _____ | Date of first occupancy. | f. _____ | Provide information for those apartment which are in nonpaying status. |
| a. _____ | Apartment number and type (e.g. Apt. 204, 1BR) along with vacancy status. | | | | | | | | | | | | |
| b. _____ | Tenant name. "Vacant" is entered where there is no tenant. | | | | | | | | | | | | |
| c. _____ | Rental rate, i.e., rate the tenant is now paying. If the apartment is occupied on a nonpaying basis (e.g. resident manager) zero is entered. | | | | | | | | | | | | |
| d. _____ | Term of lease (e.g. monthly, yearly). | | | | | | | | | | | | |
| e. _____ | Date of first occupancy. | | | | | | | | | | | | |
| f. _____ | Provide information for those apartment which are in nonpaying status. | | | | | | | | | | | | |
| 8. _____ | Last three years and current (within three months) financial statements (balance sheet, statement of income and expenses, cash flow statement, and supporting documents) for the existing facility. | | | | | | | | | | | | |
| 9. _____ | A statement by the mortgagor listing all outstanding obligations of the project, whether secured or unsecured. | | | | | | | | | | | | |
| 10. _____ | Certificate of Occupancy. Project must be at least three years old from either the date of completion of the project or beginning of occupancy to date of application for mortgage insurance. | | | | | | | | | | | | |
| 11. _____ | (if purchase) Site control document, e.g., earnest money or purchase agreement. | | | | | | | | | | | | |

SECTION 232

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| 1. _____ | Cover letter (see above for Section 221d4). |
| 2. _____ | Form HUD-92013-NHICF, completed as fully as possible. |
| 3. _____ | (for new construction pre-apps only) A sketch plan of the site. All dimensions should be shown, as well as location of proposed structures, streets, parking areas and drives, service and recreation areas. |
| 4. _____ | (for refis or rehabs only) Drawings or sketches of existing project layout and floor plans, in enough detail for review. |
| 5. _____ | (for refis or rehabs only) A work write-up of the proposed rehabilitation, showing the nature of the improvements for each basic element of the project (e.g., roof, exterior walls, porches and steps, etc.). If alteration of existing building elevations, floor plans or layouts is proposed, provide sketches showing the post-rehabilitation changes. |
| 6. _____ | A location map with the project clearly indicated. |
| 7. _____ | Photographs of the property and immediate area. |
| 8. _____ | Market study or feasibility study (if available). Be sure the methodology used in the study is clearly described. |
| 9. _____ | (for refis or rehabs only) The latest state agency medical/ personal care facility agency(s) report on the project operation (if applicable) |
| 10. _____ | (for refis or rehabs only) Current provider agreement for Medicare/Medicaid (if applicable). |
| 11. _____ | Copy of business plan. |
| 12. _____ | Completed Section 232 Preapplication Questionnaire. |

CONSOLIDATED FAST TRACK

The following preapplication exhibits are required for various eligible mortgage insurance programs under "NW/A Consolidated Fast Track 2.0" processing option: (incl. one original and two copies for each applicable exhibit)

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| 1. _____ | EMAS Information: | |
| | a. _____ | The proposed project does not require an EMAS review because the project is a 223f Market Rate Apartment Refinance project with no significant changes in rents or the target market. |
| | b. _____ | The proposed project required a HUD Market Analysis. EMAS' electronic response(s) was transmitted on (date) _____. |
| 2. _____ | Cover Letter: Include summary description of the proposed project and why FHA mortgage insurance is being sought, and all unusual features/conditions of the proposed deal, which might be potential problems to be dealt with during the underwriting process. | |
| 3. _____ | Form HUD-92013, Application for Multifamily Housing Project | |
| 4. _____ | HUD-2530 Previous Participation Certification: | |
| | a. _____ | Sponsor |

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| | b. _____ | Mortgagor | |
| | c. _____ | Principals of the mortgagor including all general partners, limited partners with at least 25% interest, stockholders with at least 10% interest, and corporate officers. | |
| | d. _____ | General Contractor | |
| | e. _____ | Management Agent | |
| | f. _____ | Loan broker/packager | |
| | g. _____ | Housing Consultant (for non-profit sponsors only) | |
| | h. _____ | Architects and/or attorneys with other than an arms-length fee for professional services (if applicable) | |
| | i. _____ | Affiliates which have the ability to control any principals (if applicable) | |
| 5. _____ | Experience Requirements: | | |
| | a. _____ | For Section 221d4: | |
| | (1) _____ | Evidence that the lender has closed at least one Section 221d4 in any HUD Office. | |
| | (2) _____ | Evidence that the sponsor has developed at least one comparable project. | |
| | (3) _____ | Evidence that the project architect has designed (i.e. "Architect of Record") at least one project of similar type (i.e. "number of units, construction complexity, and building materials"). | |
| | b. _____ | For Section 232: | |
| | (1) _____ | Evidence that the lender has closed at least two Section 232 projects of the subject type in any HUD Office. | |
| | (2) _____ | Evidence that sponsor has developed at least one Section 232 project of the subject type in any HUD office or at least two similar projects conventionally. | |
| | (3) _____ | Evidence that the project architect has designed (i.e. "Architect of Record") at least two projects of similar type (i.e. "number of units/beds, construction complexity, and building materials"). | |
| 6. _____ | Environmental Requirements: | | |
| | a. _____ | For new construction and substantial rehabilitation: | |
| | (1) _____ | Lender's Environmental Checklist. All environmental issues must be resolved prior to submission of the firm application. | |
| | b. _____ | For 223f Refinance and Purchase: | |
| | (1) _____ | Lender's Environmental Checklist for 223(f) projects. All environmental issues must be resolved prior to submission of the firm application. | |
| 7. _____ | Completed Section 232 Preapplication Questionnaire. (Applicable to Section 232 new construction, substantial rehabilitation, and 232/223f refinance or purchase.). | | |

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| 8. _____ | Preapplication Certification |
| 9. _____ | A blank copy of the most current NW/A CFT 2.0 Appraiser Statement of Work/Checklist with an acknowledgment from the Lender that the appraisal will be contracted for, completed and reviewed in accordance with that document. The most current version of the NW/A CFT 2.0 Appraiser Statement of Work/Checklist can be downloaded from the NW/A CFT 2.0 Website. |
| 10. _____ | A blank copy of the most current NW/A CFT 2.0 Architect Statement of Work with an acknowledgment from the Lender that the architectural services will be contracted for, completed and reviewed in accordance with that document. The most current version of the NW/A CFT 2.0 Architect Statement of Work can be downloaded from the NW/A CFT 2.0 Website. |
| 11. _____ | <p>Other Exhibits (please list)</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> |
| | <p style="text-align: center;">If there are questions about exhibit requirements, please contact the Northwest/Alaska Multifamily Hub Office nearest you.</p> |